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1 4 JUL 1967

DD/S&T-2857-67

MEMORANDUM FOR: Director of Planning, Programming and
                 Budgeting

SUBJECT   : FY'68 Requirements for Additional Personnel
                 -- Computer Security

REFERENCE   : Report of the Special Committee on Security
                 Principles Applicable to Automatic Data
                 Processing

    1. In order to assure the continuous and effective
implementation of the approved recommendations contained
in the Report of the Special Committee on Security Princi-
ples Applicable to Automatic Data Processing [   ] Report),   25X1A
additional allocation of FY'68 manpower ceiling to the
Office of Computer Services and the Office of Research and
Development is necessary.

    2. An examination of the principles enunciated in the
[   ] Report as they apply to the automatic data processing   25X1A
activities and installations in this Directorate indicates
that adequate security protection can be realized in FMSAC,
OSA, and OEL without any increase in manpower. This is not
the case in OCS or the IPRD facility of ORD. Attachment I
(OCS requirements) supports the need for [   ] additional   25X1A
people in the computer center, and Attachment 2 (ORD require-
ments) supports an increase of [   ]   25X1A

    3. Except for a full-time professional security officer
in OCS, the increases provide clerical and tape librarian
support to the security control of data tapes, visitor access
and computer print-outs and will permit the establishment of
positions all at the GS-07 level or below.

    4. It is requested that this additional authorization
be issued in accordance with the approval of Para. 18 of the
Geiss Report so that full implementation of the recommenda-   25X1A
tions can proceed expeditiously.

Attachments a/e

                                        Executive Officer
                                        Directorate of
                                        Science and Technology

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DD/ST# 2534-67

ORD 3584-67

15 JUN 1967

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT: Additional Personnel for IPRD Security
Staffing

REFERENCE: Memorandum from C/SMS/DD/S&T dated
5 April 1967, subject: Report of the Special
Committee on Security Principles Applicable
to Automatic Data Processing, DD/S&T 1365/67

1. This memorandum contains a request for your approval.
This request is stated in paragraph 6.

2. The Report of the Special Committee on Security Principles
Applicable to Automatic Data Processing under the chairmanship of
[ ] Deputy Director of Security (PTOS), has been
studied particularly in reference to its effect on the operation of the
ORD IPRD. While it is recognized that the committee's examination
was directed only at OCS, the final recommendations were purposely
broadened to cover all Agency facilities of a similar nature.

3. In order to implement these recommendations, Security
Control Procedures have been drafted to apply to the IPRD Laboratory
in the Ames Building. The sensitivity of the data and the special code-
word material to be handled by the facility necessitates a tightly
controlled operation. In order to provide the amount and the quality
of control required, it is requested that three additional positions be
authorized for the ORD Table of Organization.

4. Because of the building design the Laboratory is divided into
two sections requiring at least one control point for each section. One

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clerk-typist is necessary for each control point. It is desired that these clerk-typists have or obtain a key-punch capability so that maximum benefit can be obtained from their assignment in the area.

5. In addition to these employees, a secretary-steno is desired for this area. This person would supervise the two clerk-typists, relieve them during break and leave periods, and serve as secretary to the Director and Deputy Director of the Laboratory. The grades involved should be GS-06 for Secretary-steno and GS-05 for the Clerk-typist personnel.

6. Approval of this request for three additional staff employees is desired so that recruiting can begin as soon as possible.

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Acting Director of Research & Development

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CONCUR

1 4 JUL 1967

Deputy Director for Science and Technology   date

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DDS&T #2468-67
14 July 1967

MEMORANDUM FOR: Deputy Director for Science and Technology

SUBJECT : Implementation of the Report of the Special
Committee on Security Principles Applicable
to Automatic Data Processing: Personnel
Requirements

REFERENCE : Report from [ ] as Chairman/Special   25X1A
Committee to the DD/S and Acting DD/S&T,
dated 24 March 1967

1. This memorandum contains a recommendation for your
concurrence in paragraph 8.

2. Referenced report contains 18 recommendations aimed at
tightening physical, technical and personnel security practices and
procedures applicable to Agency automatic data processing (ADP)
programs. You and the DD/S approved these recommendations on
28 and 27 March 1967, respectively; the Executive Director-Comptroller
added a comment to the two Deputy Directors noting his "approval of
this report and its recommendations" and tasking the Director of
Security with preparation of a report on the status of implementation
of the recommendations by 15 July.

3. Prior to establishment of the Special Committee, the
Director of Security had assigned an officer on full-time temporary
duty to the Office of Computer Services to assist us in tackling   25X1A
several security problems and in laying the groundwork for subsequent
assignment of a permanent Security Officer. This officer [ ]
served with me on [ ] committee and spent the bulk of his time,
following issuance of the Committee Report, on implementation of its
recommendations. His status report to Mr. Osborn and me as of
5 June constituted, I assume, a major part of the D/OS report which
the Executive Director-Comptroller requested.

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4. Some action has been taken on all 18 recommendations and
further action continues on most. Recommendation No. 18, as approved,
reads as follows:

"18. OCS be authorized additional ceiling positions as
required to implement the above recommendations."

We attempted to provide for full implementation without seeking
additional slots, but the need for human control over (a) access to the
Computer Center; (b) access to the Tape Library within the Center;
and (c) separation and release of printed output in a multi-level security
operation simply must involve more people, since we have a three
shift, seven days per week operation--with each shift requiring compa-
rable security controls.

5. In the interim, we have pulled three computer operators off
to help handle the current "production control" load. With no tape
librarians on our T/O for second or third shift, or weekend operations,
we have added responsibility for access to the tape library to the shift
supervisors. This is neither economic use of their time (GS-12 level,
supervising equipment with average rental of about $500 per hour) nor
is it as secure as having continuous control within the library. With
the future space expansion of the machine room and receipt of additional
machine systems, continued use of the shift supervisor or designated
operator becomes less feasible and less secure.

6. The main high volume job in production control is review and
release of computer printout to authorized recipients. Careful sorting
and release controls are particularly critical in an operating environ-
ment involving regular, SI/TKH [   ] classified materials, plus
privileged administrative and sensitive DDP file data; its criticality is
compounded in our multi-tasking systems, where several jobs are pro-
cessed at one time on a single IBM 360 computer system. A reflection
of the job volume pattern from September 1966 to May 1967 can be
seen in Attachment A, showing a rise from 2027 jobs (daily average: 92)
to 3825 (daily average: 174).

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7. The total number of additional slots required to give us three-shift coverage is [ ] in all cases but one (the full-time Security Officer), the maximum grade level involved is GS-7. Attachment B reflects the recommended position additions, with a reference in each case to the appropriate [ ] Report recommendations. The Director of Security and I have proposed the assignment of a GS-13/14 level officer; I will also propose to the Office of Personnel, upgrading the present GS-6 and 5 tape librarian slots to GS-7 and 6, respectively, consistent with the implications of six of the Report recommendations.

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8. Since we have reached the point where further implementation of the [ ] Report recommendations requires additional people, and since additional slot approval, if required, constituted one of the Report recommendations, I therefore recommend assignment of [ ] additional slots to the OCS T/O, in line with the grade breakdown contained in Attachment B.

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/ S/

CHARLES A. BRIGGS
Director of Computer Services

2 Attachments:
A. Computer Center Activity
B. Recommended Position Additions
for Security Control

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CONCU[ ]

14 JUL 1967

Deputy Director for Science and Technology

Date

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D/OCS:CABriggs/[ ] 14Jul67)

S E C R E T

S E C R E T

<u>ATTACHMENT A</u>

COMPUTER CENTER ACTIVITY
IBM COMPUTER SYSTEMS

Month/Year	No. of Jobs Processed	Average No. of Jobs/Day
Sep 1966	2027	92
Oct	2462	117
Nov	2543	127
Dec	2674	127
Jan 1967	3246	154
Feb	2956	155
Mar	4012	174
Apr	3491	174
May	3825	174

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